

Message Text

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TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: NATO MINISTERIAL CONFERENCE:
ADMINISTRATIVE-LOGISTICAL ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS MAY
NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS
IMPORTANT THAT WE BE TOLD WHAT THEY ARE.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY
FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS. THE GROUP
WILL TRAVEL ABOARD A SPECIAL MILITARY AIRCRAFT. ETA WILL
BE CONFIRMED AND A PASSENGER LIST WILL BE FURNISHED BY
SEPTEL.

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2. ENTRY/EXIT FORMALITIES

PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY
AND PRESS AND ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS

CLEARANCES FOR PASSENGERS AND BAGGAGE. ADVISE IMMEDIATELY.

PLEASE ASSIGN AN OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT. THE PARTY HAS ALL REQUIRED INOCULATIONS.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND TEN (10) DOUBLE ROOMS TO BE USED AS OFFICES. BEDROOM FURNITURE SHOULD BE REMOVED FROM ALL OFFICES. THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS COMMAND POST TO BE LOCATED IN ONE AREA, WITH OTHER OFFICES (I.E. FOR S/S ETC. AND THE REMAINDER OF THE PARTY) LOCATED ON ANOTHER FLOOR. IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS RESPECTIVELY, AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MSGS. SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS:
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- FOUR DESKS OR WORKING TABLES

- THREE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES AND FORMS

- COPY MACHINE (IF POSSIBLE)

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS COMMAND POST: A DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS'

OFFICE. USSS REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CONSULTED REGARDING OTHER REQUIREMENTS FOR THIS ROOM.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) EXECUTIVE SECRETARIAT STAFF (S/S): TWO (2) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES. MINIMUM REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH FIVE DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES ETC.

(3) VISITORS' CONTROL ROOM: TWO CONNECTING DOUBLES. THIS LIMITED OFFICIAL USE
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ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE A BULLETIN FOR NOTICES AND AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO CONNECTING DOUBLE ROOMS. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) THE SECRETARY

(2) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY OR ABOVE. NAMES WILL BE PROVIDED LATER.

(3) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(4) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(5) ONE VEHICLE FOR THE S/S TEAMS.

(6) ONE VEHICLE FOR WHCA PERSONNEL.

(7) ONE VAN OR TWO STATION WAGONS TO TRANSPORT CLASSIFIED MATERIAL TO AND FROM THE AIRCRAFT.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH THE ADVANCE TEAM.

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(10) PRESS BUS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE THAT DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PRE-FERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

5. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF PASSENGER LIST PLEASE MAKE ROOM AND CAR ASSIGNMENTS AND ADVISE THE DEPARTMENT (S/S-EX) IMMEDIATELY.

6. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR

OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE SENIOR STAFF AND S/S OFFICES.

7. BAGGAGE

- A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE.
- B. AN AMERICAN SHOULD BE ASSIGNED TO OVERSEE THE HANDLING OF THE PARTY'S BAGGAGE.

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- C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 5.)

- D. "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING SHOULD BE DISCUSSED WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY.

8. GIFTS

WE DO NOT PLAN EXCHANGE OF GIFTS UNLESS POST RECOMMENDS OTHERWISE.

9. SECRETARIAL/COURIER ASSISTANCE

- A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE AVAILABLE AT ALL TIMES ON CALL.
- B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT; TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF S/S AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S.

10. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU.

11. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

12. TELEPHONES

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INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM,
ARE CONTAINED SEPTEL.

13. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM
SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTI-
CAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS
ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A
BACKUP MACHINE PROVIDED.

14. MISCELLANEOUS

(1) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE
VISITORS' CONTROL ROOM ON ARRIVAL.

(2) ARE THERE ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS,
STRIKES ETC., WHICH MIGHT AFFECT VISIT?

(3) ADVISE LOCAL ELECTRICAL CHARACTERISTICS, VOLTAGE AND
CYCLES. - -

(4) PLEASE FURNISH LOCAL WEATHER DATA, AVERAGE HIGH AND
LOW TEMPERATURES FOR SEASON AND ANY SPECIAL CLOTHING
REQUIREMENTS.

(5) EXCEPT FOR POTABLE WATER (AS APPROPRIATE), NO BEVER-
AGES SHOULD BE PLACED IN VISITORS' ROOMS. ALSO, NO
FLOWERS. -

(6) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY
IS JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY
THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR
ADMINISTRATIVE ARRANGEMENTS.

(7) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS
OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX. INGERSOLL

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